

# External Studies Computer Classes



By Jim Schroeder

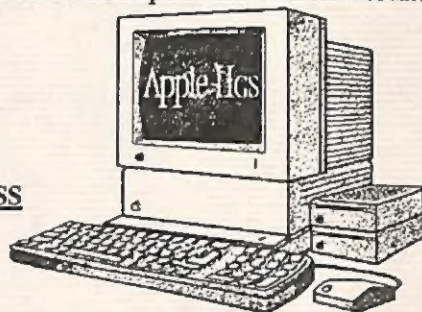


Dodge City Community College  
2501 North 14th Avenue  
Dodge City, KS 67801-2399



### Special Computer Class offered by Arrangement

Several Introduction and Advanced Computer Class will be offered during this semester. You may choose and use either the Apple Macintosh, Apple //, Apple GS, IBM PC, IBM System2 or an IBM compatible computers. You will learn how to operate the computer and how to use various software packages. Software packages will include data bases, spreadsheets, word processors, mail merge, and graphics. We will experiment with different accounting programs, utility programs, and productivity programs. These classes are for beginners or for people who own a computer and would like to know how to use it better.



### Apple // and Apple GS Class

Night	Computer	Time	Cr
Monday	Apple // & GS	6:30-8:00pm	3 Hr

An Introduction to Computer class will be offered on the Apple // and Apple GS computers. This class will use the Appleworks software. The student will become familiar with the word processor, spreadsheet, and database. **The line number is 952011\*\*.** This class will meet ten nights starting Monday, Sept. 12, 1988. No previous experience necessary. Tuition and Fee is \$73.

### Apple // & Apple GS Word Processing Class

Night	Computer	Time	Cr
Monday	Apple // & GS	8:00-10:00pm	3 Hr

A Word/Info Processing class will be offered on the Apple // and Apple GS computers. **This class will be directed at Teachers and Parents who are helping students learn word processing and keyboarding.** This class will use Appleworks, Print Shop and keyboarding programs. **The line number is 921751\*\*.** This class will meet ten nights starting Monday Night Sept. 12, 1988. No previous experience necessary. Tuition and Fee is \$73.

## Macintosh Class for Beginners

Night	Computer	Time	Cr
Tuesday	Macintosh	6:30-8:00pm	3 Hr

An Introduction to Computer and their Applications class will be offered on the Apple Macintosh computers. This class will use the Microsoft Word, Filemaker Four, and Full Paint Software. The student will become familiar with the word processor, mail merge, spell checker, graphics, and database. **The line number is 952011\*\*.** This class will meet ten nights starting Tuesday Night Sept. 13, 1988. No previous experience necessary. Tuition and Fee is \$73.



### Apple Macintosh Desktop Publishing, Networking, and Spreadsheets

Night	Computer	Time	Cr
Tuesday	Macintosh	8:00-10:00pm	3 Hr

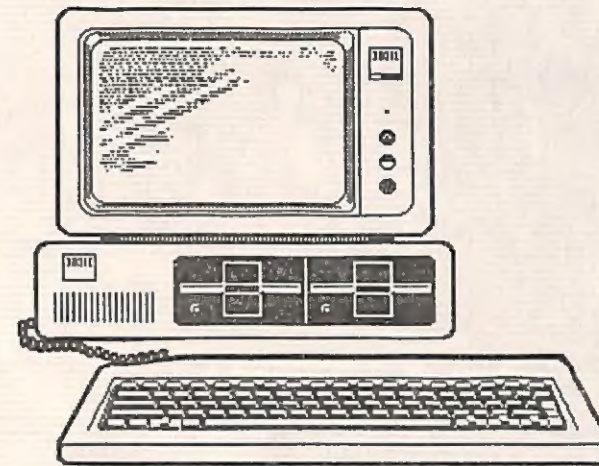
A Computer Programming-Business Applications class will be offered on the Apple Macintosh computers. **This class will be directed at advanced users of the Macintosh Computer.** This class will use Microsoft Excel and Adlus Pagemaker 3 and Graphic programs. **The line number is 920371\*\*.** This class will meet ten nights starting Sept. 13, 1988. No previous experience necessary. Tuition and Fee is \$73.

## Senior Citizens Class

Days	Computer	Time	Cr
MWF	IBM and Clones	2:00-5:00pm	3 Hr

An Introduction to Computer and their Applications class will be offered on the IBM and IBM compatible computers. This class will use Framework I software. The student will become familiar with the word processor, spreadsheet, and database. **The line number is**

**952011\*\*.** This class will meet six weeks starting Monday, Sept. 19, 1988. No previous experience necessary. **Tuition is Free for Senior Citizens, Fees are \$10.00.** All ages are welcome to attend, however Senior Citizens may attend free of tuition charge if they qualify for the Senior Citizens Scholarship.



## Saturday Class

Day	Computer	Time	Cr
Saturday	IBM and Clones	9:00am-5:00pm	3 Hr

An Introduction to Computer and their Applications class will be offered on the IBM System 2, IBM PC and IBM compatible computers. This class will use the Wordstar, CorrectStar, Lotus 1 2 3, and Dbase III software. The student will become familiar with the word processor, spreadsheet, and database. **The line number is 952011\*\*.** This class will meet six weeks starting Saturday, Sept. 17, 1988. No previous experience necessary. **Tuition and Fees \$73.**

**\*\* These classes are external studies classes and students are not required to meet during these times. Arrangements can be made with the instructor to work on these classes at other times that would match your schedule. Students who enroll in an external studies class must maintain a log of the time spent on class work. A minimum of forty-five hours of work and four meetings with the instructor are required to complete course.**



**Location:**

The External studies meetings will meet at Dodge City Community College, in the Computer Lab Building. The Computer Lab Building is located just east of the Dorms and north of the Lake Charles.

**Registration: No pre-registration is required.**

You may register for any of these classes by telephone by calling (316) 225-4114 or you may register at the first class meetings.

**Cost:**

Cost for each class is \$73.00 for tuition and fees, plus books and supplies. Senior Citizens do not have to pay tuition if they qualify. Other Scholarships are available to help with the cost of these classes.

**Special Notice:**

Other external studies computer classes are available on an arranged schedule.

*Other Locations:*

*External Studies Classes can be taught at your place of business at your convenience.*

**For more details contact:**

***Jim Schroeder***

***Professor of Data Processing***

**at**

**Dodge City Community College**

**2501 North 14th**

**Dodge City, Kansas 67801**

**316-225-1321 Extension 289**

**or 1-800-742-9519 Extension 289**